



Public Works Department Planning & Zoning Division Application Packet SIGNS

To submit a complete application packet to The Town of Fountain Hills, the following items must be provided:

- 1. A fully executed application indicating the appropriate type of permit being requested.**
- 2. All fees, including those required for any public notification labels, as necessary.**
- 3. All additional required items as indicated on the application attached.**



The Town of Fountain Hills

PLANNING & ZONING DIVISION – SIGN APPLICATION

Do not write in this space –official use only

Filing Date _____

Accepted By _____

Fee Accepted _____

Case Manager _____

_____ A-Frame Sign Permit
_____ Grand Opening Sign Permit (14 days maximum)
_____ Other _____
_____ Comprehensive Sign Plan
_____ Sign Permit

NATURE OF THE PROJECT:

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS: _____

PARCEL SIZE (Acres) _____ ASSESSOR PARCEL NUMBER _____

EXISTING ZONING _____

TOWN OF FOUNTAIN HILLS BUSINESS LICENSE NUMBER _____

NUMBER OF A-FRAME SIGNS REQUESTED (IF APPLICABLE) _____

Applicant (Business / Organization)

_____ Mrs. _____ Day Phone _____

_____ Mr. _____

_____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Owner

_____ Mrs. _____ Day Phone _____

_____ Mr. _____

_____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Contact Person _____ Phone: _____ E-Mail: _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ DATE _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.

Please Print

Subscribed and sworn before me this _____ day of _____, 20_____.

_____ My Commission Expires _____
Notary Public

Case Number

Town of Fountain Hills – Required Certifications

A-Frame Sign Permit

The applicant understands that they are responsible for exact placement, removal and maintenance of sign. The Town assumes no responsibility for placement, removal or maintenance of sign; for signs placed within the right-of-ways or on private property. The Town encourages the applicant to obtain permission of property owners prior to placement of sign. Any sign found within an unauthorized permit sticker is in violation of the Town of Fountain Hills Town Code.

I hereby certify that the information on this application, furnished by me, is true correct and that the application requirements of the Town of Fountain Hills will be met. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to the applicable codes. I understand that the permit will expire on January 17, 2006. This permit is valid only for the sign(s) as submitted in this application.

Applicant Signature: _____ Date:_____

Grand Opening Sign Permit

The applicant understands that they are responsible for exact placement, removal and maintenance of sign. The Town assumes no responsibility for placement, removal or maintenance of sign. Any unauthorized sign is in violation of the Town of Fountain Hills Town Code.

I hereby certify that the information on this application, furnished by me, is true correct and that the application requirements of the Town of Fountain Hills will be met. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to the applicable codes. I understand that the permit will expire 14 days after issuance of the permit and will remove the sign immediately upon expiration of the permit.

Applicant Signature: _____ Date:_____

Town of Fountain Hills – Fee Schedule

- Permit -	- Fee -
Area Specific Plans	\$3,000 plus \$10 a lot or unit, whichever is greater
Area Specific Plan Amendments	\$2,000 plus \$5 a lot or unit, whichever is greater
General Plan Amendments	\$3,000 plus \$15 per acre
Preliminary Plans	\$100 per lot, unit or tract up to \$2,500 plus \$10 per lot, unit or tract over 25.
Cut and Fill Waivers	\$300
Final Plat and Plat Abandonments	\$100 per lot, unit or tract, up to 7 plus \$10 per lot, unit or tract over 7 with \$1,000 maximum charge
Subdivision Recordings¹	\$24 for first page for plat filed for record plus \$20 per page for each page after the first, and \$9 for each instrument plus \$1 for each additional page over 5 pages.
Rezones (Map or Text Amendments)	\$1,000 plus mailing label costs ²
Planned Unit Developments	\$1,000 plus mailing label costs ²
Special Use Permits & Abandonments	\$750 plus mailing labels costs ²
Temporary Use Permits	\$200 plus mailing label costs ²
Comprehensive Sign Plans & Abandonments	\$200
Grand Opening Sign Permits	\$25
Sign Permits (excludes bldg. permit)	<32 sq. ft.: \$50 per sign >32 sq. ft.: \$100 per sign
Variances	\$450 plus mailing label costs ²
Appeal of a Decision by the Director of Community Development	\$200
Easement or Right-of-Way Abandonments	\$200 plus mailing label costs ²
Continuance at Applicant's Request	\$100 plus additional public notice costs
Zoning Verification Letter	\$50
Final Plat Improvements Plan Check	\$250 per sheet (includes 2 nd & 3 rd reviews), except water and sewer plans. \$125 per sheet (includes 2 nd & 3 rd reviews), water and sewer plans only. \$75 per sheet with corrections (4 or more reviews)
Residential Development Fee	\$3,495 (single family DU) \$3,212 (multi family DU)
Non-Residential Development Fee	\$0.51 per square foot

¹ The subdivision Recording Fees are per the Maricopa County Recorder's Fee Schedule and are therefore, subject to change.

² Plus a charge of \$5.00 per mailing label submitted to meet mandated notification requirements.

Town of Fountain Hills – Submittal Summary

NOTE: Additional requirements may be required as requested by the Planning & Zoning Division.

A-FRAME SIGN PERMIT

The following are minimum requirements for submittal of an A-Frame sign application. Additional information may be required by Town Staff. (These requirements apply only to signs meeting all requirements of Section 6.08 of the Zoning Ordinance. Any sign not meeting these requirements may require additional permitting or information).

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Sign Diagram:** Diagram or picture of A-Frame Sign(s) indicating height, width, and text area (provide two copies).
- ☐ **Location Map:** (2 copies) Map showing exact placement of each A-Frame sign (separate maps may be submitted if needed).
- ☐ Verification the sign was made by a professional sign company (i.e. receipt, signed statement from sign company, etc.).

COMPREHENSIVE SIGN PLAN

The following requirements for a Comprehensive Sign Plan are intended as minimum requirements for final approval. Additional information or requirements, as determined by the Community Develop Director, may be required.

Per the Town of Fountain Hills Zoning Ordinance, Section 6, a Comprehensive Sign Plan is required in all Commercial Zoning Districts for multi-tenanted buildings or shopping centers. The Comprehensive Sign Plan shall be reviewed and approved by the Community Development Director or designee and shall conform to the sign regulations contained in the Town of Fountain Hills Zoning Ordinance.

The comprehensive sign plan should show a uniform and contiguous sign design throughout the project.

Approval of a Comprehensive Sign Plan does not indicate approval of individual signs. Individual signs are subject to individual permits.

The following elements must be included in a Comprehensive Sign Plan submittal.

- ☐ **Application:** Completed application and all associated fees.
- ☐ Written text clearly outlining the sign plan to include all suites, offices or other leased/leasable space.
- ☐ All signage, window signs, walls signs, banners, sandwich/tent signs, monument signs, awning signs, freestanding signs, and any other proposed signage, permitted or non permitted must be included.
- ☐ Proposed design criteria allowed for signage, to include but not limited to:

- Lettering style
 - Illumination style & type
 - Letter heights (single and multiple lines of copy)
 - Minimum and maximum letter size
 - Color scheme
 - Installation method
 - Materials allowed
 - Sign type (freestanding, wall, monument, menu board, etc)
- ☐ Scaled site plan showing location of all proposed signage to be located on premises.
- ☐ Accurate building(s) elevations showing typical sign locations on building(s).
- ☐ Indication of major and minor tenant location.
- ☐ Lineal footage of buildings(s) as outlined in the total aggregate sign areas in the Town of Fountain Hills Zoning Ordinance section 6.
- ☐ Allocation chart showing allowable square footage for each suite, office or space number.
- ☐ Name, address and phone number of responsible contact person for site.
- ☐ Name, address and phone number of landlord if different from above.
- ☐ Landscape plan if so required by section 6 of the Town of Fountain Hills Zoning Ordinance.

GRAND OPENING SIGN PERMIT

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Diagram:** Provide a drawing of the proposed sign, location on the building, and location of the building on the property. Maximum size of grand opening sign is 32 feet. One grand opening sign is permitted per business.